

Attachment A

Healthy School Challenge Peer Education Mini-Grant Program

Goal: A mini-grant program is available to a Montana School Food Authority (SFA) (a school district (one per district) or residential child care institution) to educate and support staff to successfully meet the criteria of the HealthierUS or Montana Menu Challenge Award programs. This program will support school staff in receiving professional development in the area of offering healthier school menus, or healthy a la carte or vending options, and learning nutrition education or physical activity strategies for students. Twenty \$300 mini-grants will be distributed to support school staff in learning from their peers by observing operations at another school district in Montana. Healthy menu planning strategies that promote the service of more whole grains, fruits and vegetables, low-fat entrees or low-fat dairy products is a major goal of this mini grant program. The mini-grants can also support peer education on the management of school nutrition programs (i.e., school breakfast, afterschool snack program, summer feeding program) or successful strategies in implementing the school wellness policy, improving cost control measures, or food production or service techniques (grab-and-go meals, methods to increase participation in lunch or breakfast programs).

Description: Mini-grants (up to \$300) are being offered to school districts to support staff in visiting another school in Montana. This opportunity is designed to provide training and technical assistance to school food service program staff in learning successful strategies concerning school nutrition program issues. The mini-grants will be awarded through an application process (application attached).

A maximum of 20 \$300 mini-grants will be awarded by March 31, 2008 and must be expended by September 30, 2008. This program is being supported from a 2006 USDA Team Nutrition Training Grant awarded to the Montana Office of Public Instruction.

Schools should use the Montana Team Nutrition School Food Service Peer Consultant Training Network when deciding on a school to visit. Peer educators are willing to train other food service staff on a variety of food management strategies to better serve healthy foods to Montana students. The directory for the School Food Service Peer Educators' Network is located at <http://www.opi.mt.gov/pdf/schoolfood/SFSdirectory07.pdf>.

Target Audience: School Food Authorities (SFAs) can apply for one mini-grant.

Timeline: Mini-grant distribution will be on a first-come, first-served basis. Mini-grants may be awarded as early as October 15, 2007, but no later than March 31, 2008. Grant funds must be spent by September 30, 2008.

Attachment A, Continued

Award Criteria

- The Healthy School Challenge Peer Education Mini-Grant application is complete upon submission and meets the deadline of March 31, 2008.
- The district agrees to complete the observation visit by September 15, 2008, and expend the funds by September 30, 2008.
- The district agrees to use mini-grant funds to support travel expenses or staff wages (as detailed in application) for the observation visit.
- Upon completion of the observation visit, the district agrees to complete and submit a short trip evaluation form to Montana Team Nutrition Program within 30 days of the visit and no later than September 30, 2008.

Additional Information

Katie Bark, RD, LN, Team Nutrition Specialist
Montana Team Nutrition Program, Montana State University
202 Romney Hall, P.O. Box 173360
Bozeman, MT 59717
Telephone: (406) 994-5641
E-mail: kbark@mt.gov

The application packet is posted at the School Nutrition Programs Web site at www.opi.mt.gov/schoolfood/index.html under "Current Events and Important Info."

The peer educator network is posted at <http://www.opi.mt.gov/pdf/schoolfood/SFSdirectory07.pdf>.

Healthy School Award Opportunities

HealthierUS School Challenge: www.fns.usda.gov/tn/HealthierUS/index.html

Healthier Montana School Challenge: www.opi.mt.gov/schoolfood/healthiermt.html



Healthy School Challenge Peer Education Mini-Grant Program Application

Deadline: Applications must be submitted no later than March 31, 2008 (but may be distributed as early as October 15, 2007), and will be awarded on a first-come, first-served basis.

Please print or type clearly

Name of School District _____

Contact Person _____ Phone Number _____

Fax Number _____ Email Address _____

School Address _____ City _____ ZIP _____

1. **Provide a short explanation of what the school staff hopes to learn from this peer education session.** Please make sure to include information on how it will enable staff to serve menus or snacks to students that include more whole grains, fruits and vegetables, low-fat entrees or low-fat dairy products; and/or how nutrition education or physical activities will be enhanced.

How are you planning to utilize this information in your program in the future?

What are the expected results from this peer education session?

Mini-Grant Program Application, Continued

2. Do you know the specific school you wish to visit? Please circle: Yes No

If yes, please list the school name, district and city of the specific school.

Please briefly explain why you chose this school.

- Have you confirmed this visit with school staff? Please circle: Yes No

If no, date when you plan to do so: _____

Check out the directory for the School Food Service Peer Educators Network located at:
<http://www.opi.mt.gov/pdf/schoolfood/SFSdirectory07.pdf> or contact Katie Bark at the
Montana Team Nutrition Program for ideas, kbark@mt.gov.

3. Please list the names and positions of the school staff making the visit.

4. Please list the date of the planned visit.

5. List an estimate of how the funds will be expended?

Maximum level: \$300

<u>Budget Item</u>	<u>Amount</u>
Staff Labor	\$
Travel Expenses	\$
Other: _____	\$
TOTAL	\$ _____

6. The district agrees to submit a short site visit summary report (one page maximum) to the Montana Team Nutrition Program within 30 days of visit. Please list the name of person responsible for this task and contact information:

Print Name of Person

Telephone and E-mail

Mini-Grant Program Application, Continued

Any Additional Comments: _____

Signatures

I verify that the funds from this mini-grant will be used specifically to fund the *Healthy School Challenge Peer Education Mini-Grant* as detailed above. I understand that mini-grant funds need to be expended by September 30, 2008, and that a short follow-up report will be due by September 30, 2008.

Project Contact Signature Date

School Superintendent Signature Date

Your school's tax ID No. _____
(The grant award check will be made payable to the school.)

Funding for this Mini-Grant Program is supported from a 2006 USDA Team Nutrition Grant awarded to the Montana Office of Public Instruction.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Please return the completed application no later than March 31, 2008 to:

Katie Bark, Montana Team Nutrition Program
Montana State University, PO Box 173360
Bozeman, MT 59717-3360 or
Fax: 406-994-7300 or
E-mail: kbark@mt.gov

